

CH2M HILL Plateau Remediation Company

REQUEST FOR PROPOSAL NO: 286768

TITLE: AUTOMATED INSPECTION CHECKLIST APPLICATION AND PROCEDURE DEVELOPMENT SERVICES

2/18/16

Dear Prospective Offeror:

Request for Proposal No: 286768

CH2M HILL Plateau Remediation Company (CHPRC and the “Buyer” used interchangeably) is interested in receiving proposals for ***Software and Hardware Inspection Checklist Application and Procedure Development Services*** in support of the Waste and Fuels Project, Richland, Washington, under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

This solicitation is a “set-aside” for small businesses. Proposals for this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Contract shall be awarded to a Small Business.

To assist CHPRC in an effective early evaluation process, Offeror is requested to provide with notice of intent to propose the Network Diagram and Software and Hardware Specification sheets (Ref. Section 4.1.A).

The anticipated schedule for this solicitation activity is as follows:

Post to CHPRC Website:	February 18, 2016
Intent to Propose	February 24, 2016
Questions Due:	February 25, 2016
Answers Due:	March 1, 2016
eSource Event / Proposals Due:	March 8, 2016
Notice of Intent to Award:	March 17, 2016

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP). Should you have questions about the solicitation process or if you require additional clarification, please do not hesitate to contact the undersigned.

Sincerely,

Scott C. Breslau

Scott C. Breslau
Contract Specialist
CHPRC Procurement

CH2M HILL Plateau Remediation Company

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1.0 ATTACHMENT 2 -- 4 Part Contract (includes Statement of work)..... 16

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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CHPRC	CH2M HILL Plateau Remediation Company

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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

CH2M HILL Plateau Remediation Company (CHPRC) acting under its contract with the Department of Energy, requests you to submit a proposal for a FFP type of contract to provide ***Automated Inspection Checklist Application and Procedure Development Services***. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors are to complete, sign and return with their proposal. Section C is the Draft Contract, which is in an accompanying file. It contains:

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

CHPRC may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

1.1 Supply Chain Management Center (SCMC) eSourcing Tool

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is being implemented at CHPRC and is designed to efficiently collect information in a central location. Upon receipt of Contractor's notification of intent to propose CHPRC will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and the Contractor should review their submitted price to ensure it is compliant with requirements. Events typically last 15-30 minutes. The eSourcing Tool will be utilized for posting of offerors proposals and the Buyer will analyze the Offeror's pricing and rank the price among the prices of other Offerors.

The tool will not disclose the Contractor's proposed price to other Contractor's nor will it disclose the lowest proposed price.

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This Solicitation and resultant award is considered a negotiated procurement. Submitting the lowest priced proposal does not guarantee award. CHPRC must complete a full evaluation of the submitted proposals prior to making an award determination. CHPRC reserves the right to conduct negotiations prior to award or to award a Subcontract based upon initial Contractors and without further discussions. In the unlikely event of a discrepancy among any of the Contractor's documents or information submitted through the eSourcing website, the information received and confirmed by CHPRC shall govern.

NOTE: Following the eSource Event, the Contractors are required to submit their proposals (see 3.0 *Proposal Preparations Instructions* below) in electronic form (pdf) as an attachment to the eSource Event.

2.0 BASIS OF AWARD

2.1 Intent to Award

The Buyer's intent is to award a Firm Fixed Price type Contract, as a result of this RFP to the responsible Offerors whose offers conform to the requirements of this solicitation and are determined to be the most advantageous technically acceptable proposals.

The basis of award is an informal evaluation selection of an Offeror who is determined to be responsible, responsive, and the best value source to accomplish the objectives of the RFP. Refer to Section 4.0 – 4.1 for a description of the qualification standards and the evaluation criteria.

2.2 Acceptance or Rejection of Proposals

CHPRC reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CHPRC may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

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2.3 Responsiveness Determination

CHPRC will determine if the Offeror is responsive to CHPRC requirements and eligible for award. This evaluation may include (but is not limited to) information gathered from other sources, including safety performance, financial stability and past performance for CHPRC or other customers. The determination may be made at any time by CHPRC without additional questions or revision. CHPRC may waive minor informalities and irregularities in offers received.

2.4 Proposal Costs

CHPRC is under no obligation to pay proposal preparation costs.

2.5 Award Notification

CHPRC will notify all of the Offerors after CHPRC selects an Offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration.

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Proposals shall be organized in the manner listed in Sections 3.2-3.3 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal.

The following documents make up a complete proposal package:

3.2 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the qualification standards and technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation. The Offeror shall provide one (1) original and one (1) copy of this volume.

3.3 Volume II – Cost/Price

Volume II shall consist of the Offeror's:

- Proposed pricing as instructed in the RFP pricing instructions. The price sheet is included in the RFP (embedded below) and the Offeror must complete the sheet as formatted.
- Description of services and estimate for a yearly Technical Support Plan to include at minimum: technical support, life cycle and maintenance costs, updates and etc.

All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design. Include a signed Representations and Certifications (SP-16) with the proposal. To obtain the form, click on the link to SP-16 in Section B. The Offeror must submit one (1) original and one (1) copy of this volume.

Task Based Proposal Pricing Template:

3.4 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception, and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

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3.5 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that CHPRC considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CHPRC. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CHPRC may determine that the proposal is non-responsive.

3.6 Proposal Validity Period

A proposal shall remain firm for 90 days after the proposal due date.

4.0 QUALIFICATION STANDARDS AND EVALUATION CRITERIA

Information such as experience, proposed work plans, past performance, professional experience, and equipment and any other information available may be used by CHPRC in evaluating the Offeror's capabilities, responsibility and responsiveness to the solicitation.

CHPRC will first evaluate each Offeror's proposal to determine whether the information provided meets any qualification standards. The Offeror's proposal must meet the qualification standards to be considered for further evaluation. Those proposals considered as meeting the qualification standards will be evaluated against the evaluation criteria. The evaluation criteria are composed of the following technical/business and cost/price factors: Technical, Past Performance, and Schedule. Technical and past performance factors are more important than cost or price. Price will be a significant evaluation factor.

CHPRC will use the evaluation criteria to determine the Offeror's understanding of the work, the Offeror's qualifications to perform the work, and the acceptability of the Offeror's proposed technical and management approach.

The Offeror shall address each of the qualification standards and evaluation criteria and state how the Offeror specifically meets each one.

The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award. The contractor must provide through past performance or professional experience:

- Able to provide software compatible with equipment devices

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- Able to provide a minimum of 6 compatible equipment devices for software
- Previous work experience and interfacing with DOE Hanford or Hanford Prime Contractors in cyber security and software
- HSPD-12 credentials
- Local Office: The Offeror shall have and maintain an office within the local vicinity of the Hanford site. Local vicinity is defined as Benton, Franklin and Yakima counties in the State of Washington. This qualification standard is met by providing a detailed description of the local office capabilities including available resources and the office's location relative to Hanford.
- Response to technical questions within 2 hours
- Response to onsite needs within 12 hours

4.1 Technical/Business Evaluation Criteria

The following evaluation criteria, which are listed in order of significance, are the technical and business criteria that will be used along with cost or price in determining which Offeror will be selected (if at all) for an award. Technical approach has the highest level of significance.

A. Technical

This criterion refers to the Offeror's technical approach for accomplishing the work.

- Provide detailed description of the means and methods to perform the work of SOW Tasks and Functional Requirements Document requirements
- The contractor shall provide a Network Diagram and Software and Hardware Specification sheets as part of the Cyber Security requirements

B. Past Professional Experience and Performance

This criterion refers to both the Offeror's direct or professional experience and past performance of similar work in scope, method, and cost.

The Offeror shall furnish a minimum of three (3) professional experience references for previous (dating back to 3 years) and current projects. References shall include the following current and up-to-date information for each specific reference. Note: Information gained elsewhere by CHPRC can also be used as part of the evaluation. Required Submittals:

- Client Name and Address
- Client Technical Point of Contact and phone number
- Contract Number

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- Brief Description of Work Scope
- Contract Type
- Period of Performance
- Original Contract Value \$<<insert value>>
- Final Contract Value \$<<insert value>>

If these latter two amounts are different, provide a brief explanation for the difference.

C. Schedule

This criterion refers to the project execution schedule:

- Provide a schedule which meets the SOW master submittal register and the (FACTS) Functional Requirements Document (FRD) requirements.

4.2 Cost/Price

CHPRC will analyze the Offeror's pricing and rank the price among the prices of other Offerors.

Offer shall submit the following information:

- Pricing template for Base Contract Price: The Offeror shall provide a fixed price proposal by Task to perform the scope of the technical proposal. For Tasks that reflect not to exceed hours, contract price shall reflect fully burdened labor rates.
- Detailed yearly Technical Support Plan with cost estimate to include at minimum: technical support, life cycle and maintenance costs, updates and etc.
- Complete the pricing sheet attached to Section B of this RFP as formatted, and in its entirety.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify CHPRC in writing by 2:00 p.m. (PST) on February 24, 2016 indicating that the Offeror intends to submit a proposal in response

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to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail or fax.

5.2 Deadline

Proposals are due by 2:00 p.m. (PST) on March 8, 2016. CHPRC reserves the right to reject any proposal received after the deadline.

5.3 Submittal Address

Identify the package containing the proposal as “Proposal in Response to RFP 286768”.

Address a proposal sent via the U.S. Postal Service to:

CH2M HILL Plateau Remediation Company
Scott C. Breslau, MSIN H8-42
P.O. Box 1600
Richland, WA 99352-1000

Address a proposal sent via another delivery service to:

CH2M HILL Plateau Remediation Company
Scott C. Breslau, MSIN H8-42
2355 Stevens Drive
Richland, WA 99352

Address a proposal delivered by hand to:

CH2M HILL Plateau Remediation Company
Attn: Scott C. Breslau, Room 320
2420 Stevens Center Place
Richland, WA 99352

The Contract Specialist’s telephone number is 376-5576, the fax number is 509-376-9107, and the e-mail address is scott_c_breslau@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

5.4 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

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5.5 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than 2:00 p.m. (PST), February 25, 2016. The Offeror may transmit questions and comments via fax or e-mail. CHPRC will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CHPRC will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

5.6 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

6.0 NOTICES TO OFFERORS

6.1 Anticipated Award Date

The anticipated award date for this RFP is March 17, 2016.

6.2 Precedence of Requirements

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

6.3 North American Industry Classification System (NAICS) Code and Size Standard

CHPRC has determined that North American Industry Classification System (NAICS) Code 541419 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$27.5 M.

6.4 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be “proprietary data”, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents CHPRC from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

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6.5 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, CHPRC may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CHPRC cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

6.6 Financial Capability Determination Information

CHPRC reserves the right, prior to award, to require the Offeror to submit information that CHPRC will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CHPRC.

6.7 Subcontracting

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CHPRC to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CHPRC a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this web page:

<http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs>

CHPRC reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

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6.8 Small Business Set Aside

Proposals for this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Contract shall be awarded to a Small Business. Proposals received from concerns that are not Small Businesses or Small Businesses that intend to subcontract a significant portion of the work to other than a Small Business shall not be considered for award.

Small Women-Owned and Service Disabled-Veteran Owned Business may self-certify their business size.

The following Small Business Concerns must be certified by the Small Business Administration (SBA):

Small Disadvantaged Business Qualifications: A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “preponderance of the evidence” that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.

HUBZone Small Business Qualifications: A firm can be found to be a qualified HUBZone concern, if:

It is small,

It is located in an “historically underutilized business zone” (HUBZone)

It is owned and controlled by one or more U.S. Citizens, and

At least 35% of its employees reside in a HUBZone.

6.9 Ship to Address

All shipping containers and paperwork are to be marked with the following legend:

U.S. Department of Energy
c/o CH2M HILL Plateau Remediation Company, Inc.
2355 Stevens Dr.
Richland, WA, 99352

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6.10 Direct Pay Permit

Unless otherwise determined, the CHPRC Direct Pay Permit will not apply to the resultant subcontract/purchase order. Therefore, the Offeror's price shall include all applicable Federal, State, county, municipal, or other taxes. For information relating to Sales and Use Tax in Washington State please reference the following website:
<http://dor.wa.gov/content/home/>

Offeror shall list separately, in its price proposal, any such tax applicable to any goods/service payable by CHPRC.

6.11 Buy American Act

In accordance with the Buy American Act (BAA, FAR part 25) domestic end products as defined in the BAA shall be afforded an evaluation preference in this action. Products of foreign origin may not be supplied unless evaluated and agreed to by CHPRC prior to contract award. Contractor certifies that all other products, supplied on this contract are Domestic products as defined in the BAA.

https://www.acquisition.gov/sites/default/files/current/far/html/Subpart%2025_1.html

FAR Clause in Subcontract Provisions	Corresponding FAR Clause Requiring Offeror Certification
FAR 52.225-1, "Buy American Act—Supplies" (Jun 2003)	FAR 52.225-2, "Buy American Act Certificate" (Jun 2003)

SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the offeror's registered small business size standard.

(SP-16 PRC revision 005 dated July 18, 2013)

<http://chprc.hanford.gov/page.cfm/ContractProvisions>

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SECTION C – 4 PART DRAFT CONTRACT

1.0 ATTACHMENT 2 -- 4 PART CONTRACT (INCLUDES STATEMENT OF WORK)



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Part_Contract WFM